

# Course Syllabus

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## Course Information

This course is offered collaboratively through the UW-MBA Consortium.

**Course Title:** MBA 764 – Work-Family Issues in Contemporary Times

**Credit Hours:** 1.0

**Course Term:** Summer 2023

**Delivery Mode:** Online

**Course Dates:** June 12, 2023 - July 2, 2023

*If you are considering dropping this course, having a conversation with your academic advisor is a good place to start. You should also let the instructor know what your plans are. Click the following links,*

*based on your home campus, to learn more about dropping this course:* [Consortium/UW-Eau Claire](#) 

<https://help.wisconsinonlinemba.org/article/60-adding-dropping-classes>) | [UW Oshkosh](#) 

<https://uwosh.edu/registrar/students/add-drop-calendar/>) | [UW-Parkside](#) 

<https://www.uwp.edu/live/offices/registrarsoffice/adddrop.cfm>)

## Instructor Information

**Instructor Name:** Dr. Longzhu Dong

**Home Campus:** UW-Eau Claire

**Email:** [dongl@uwec.edu](mailto:dongl@uwec.edu) (<mailto:dongl@uwec.edu>)

**Phone:** (715) 836-3150

## Course Description

Work and family issues have become an increasingly important and familiar concern in the U.S. workplace over the past three decades. A substantial body of literature documents the difficulties working parents have trying to combine paid employment and family responsibilities, and the conflict they feel between their work and family roles. Additional family stressors include care for aging parents, the

increase in the number of single-parent households, and the challenges of managing and coordinating dual-income families. In response to these issues, organizations have been implementing formal family-oriented employment practices that include benefits and policies, such as childcare assistance and flextime, to make balancing work and family obligations easier.

Recently there has been a shift in many organizations using the term "work–life balance" instead to include employees who are not parents but who desire balance for non-work activities such as sports, study, and travel. Recognizing such a shift, the content of this course supports the expanded and contemporary definition of “family” to "life" domain.

## Learning Outcomes

The purpose of this 1-credit elective course is to critically examine and analyze issues of work- and family-life from both an employee and employer perspective. Upon completion of this course, you will be able to:

- Understand contemporary issues regarding work and family life.
- Critically analyze the role of organizational culture, practices, and policies in supporting work-life balance.
- Integrate and extend this knowledge through self-awareness and reflection on personal experience.

## Required Course Materials

### Textbook

There is no textbook for this course. Readings include the course commentaries and selected articles, websites, videos, and audio files that are embedded in each commentary reading.

### Technology Requirements

Access to a computer and high-speed Internet connection that is capable of accessing Canvas.

Please review the minimum technology requirements and recommendations in the **Online Course Resources** link in the left-hand Course Navigation menu. To set yourself up for success, pay special attention to the sections on *Your Responsibilities*, *Strategies for Success*, *Tech Tips*, and *Tech Support*.

## Course Topical Outline

This course is broken into the following five modules:

- Module 1: Introduction to Work, Family, and the Work-Life Intersect
- Module 2: Work-Life and Public Policy
- Module 3: Employer Response to Work-Life Issues
- Module 4: The Role of Organizational Culture and Leadership

- Module 5: Bringing it All Together

## Assignments and Activities

The following is a brief outline of the assignments and activities included in this course.

### Discussions

- Unit 1: Introduction
- Unit 4: Work-Life Audit
- Unit 5: Making Change
- Unit 5: Course Reflection

### Assignments

- Unit 3: Work-Life Audit
- Unit 5: Work-Life Policy Proposal

In addition to class participation, your course grade will depend on your performance in the assessment activities in the course. A total of 160 points will be awarded throughout the course.

Assignment point values

Assignment/Assessment Component	Points
Discussions (4 @ 20 points each)	80
Work-Life Audit individual assignment	20
Work-Life Policy Proposal individual assignment	60
<b>TOTAL POSSIBLE</b>	<b>160</b>

A comprehensive list of all course activities is listed in the calendar.

## Final Letter Grades Scale

Final letter grades scale

Percentage	UW-Consortium / UW-Parkside	UW-Oshkosh
93-100%	A	A
90-92.9%	A-	A-
87-89.9%	B+	B+

83-86.9%	B	B
80-82.9%	B-	B-
77-79.9%	C+	C+
73-76.9%	C	C
70-72.9%	C-	C
67-69.9%	D+	F
63-66.9%	D	F
60-62.9%	D-	F
0-59.9%	F	F

## Consortium's Excused Absence Policy

An absence will be considered excused or authorized according to the following institutional policies:

- The student's home campus policy on excused absences will apply
  - [UW-Oshkosh](https://www.uwosh.edu/registrar/policies/attendance-policy)  (<https://www.uwosh.edu/registrar/policies/attendance-policy>)
  - [UW-Parkside](https://www.uwp.edu/learn/academiccatalog/2019-2021/upload/201921-ACADEMIC-CATALOG-082619.pdf)  (<https://www.uwp.edu/learn/academiccatalog/2019-2021/upload/201921-ACADEMIC-CATALOG-082619.pdf>) (see page 31)
- UW MBA Consortium students will follow the [UW – Eau Claire Authorized Absence Policy](https://www.uwec.edu/kb/article/class-attendance-and-authorized-absence-policies/).  (<https://www.uwec.edu/kb/article/class-attendance-and-authorized-absence-policies/>)

If your absence falls into the authorized absence category, please contact me as soon as possible. I may request that you provide documentation, and I may need time to make alternative assessments available to you.

## Late Work Policy

For assignments, other than discussions, there will be a 10% deduction for each day late and no credit after 3 days. Zero points will be awarded for late discussion work since entering a discussion after it is over is not beneficial to anyone.

If you have the need for special consideration in regard to an assignment due date, contact us ahead of time and special arrangements may be made, subject to our discretion. We recognize that sometimes

situations occur that may require an extension on an assignment (death in the family, hospitalization, job responsibility changes). We suggest that these be handled by you contacting us as soon as you realize the situation is occurring and together, we can determine if an extension or an incomplete is advisable or if other action needs to be taken.

## What You Can Expect from Me

I will do my utmost to respond to your questions within 24 hours. The same applies to questions you pose in the [Ask the Class/Raise Your Hand](https://uws.instructure.com/courses/578650/discussion_topics/4350332) ([https://uws.instructure.com/courses/578650/discussion\\_topics/4350332](https://uws.instructure.com/courses/578650/discussion_topics/4350332)) discussion area (although a classmate may answer you before that). I will grade your assignments in a timely manner.

Please note that while I am sympathetic to the fact that most - if not all - of you are working professionals, and many of you prefer to work on assignments during the weekend, the Consortium administrators may not be able to reply to queries on assignments over the weekend.

## What I Expect from You

In this 1-credit course, get into the habit of logging in daily to check for any announcements and/or updates, and complete the weekly readings, viewings, etc. as soon as possible, so you are thoroughly prepared to a) do your best work, and b) contribute fully to group work and discussions. Though this is a 1-credit elective, it is still an MBA-level course, which means MBA-level rigor and expectations apply.

## Announcements/Updates

Check the Announcement area at the top of the course homepage each time you log in for course-related announcements, thoughts from me, and other updates and information pertinent to the course. By default, only the latest three announcements are posted to this area of the homepage. If you want to see the entire list of announcements, click on the "Announcements" link in the navigation bar to the left where they are listed in reverse-chronological order.

## Discussions

I highly recommend that you make your first discussion post(s) early so that there can, in fact, be a discussion.

## Questions

For questions related to the course, please post in the [Ask the Class/Raise Your Hand](https://uws.instructure.com/courses/578650/discussion_topics/4350332) ([https://uws.instructure.com/courses/578650/discussion\\_topics/4350332](https://uws.instructure.com/courses/578650/discussion_topics/4350332)) forum in the Community Discussions module. For questions of a sensitive nature, please email or call me directly. You will find my email address and phone number at the top of this syllabus. Please contact me as soon as possible if

you are having difficulty understanding any of the material or if you are having difficulty accessing it. I want you to succeed in this course, and I am here to help you do so.

## Academic Conduct

To foster a productive learning environment, all students are required to accept and adhere to the [UW MBA Consortium Student Code of Conduct Agreement](#) (<https://uws.instructure.com/courses/578650/quizzes/1262896>) in order to participate in this course.

## Academic Integrity Policy

Integrity is an important component of students' academic experience. The academic evaluation a student receives for a course becomes a permanent University student record and it is critical such records be accurate and consistent. In addition, the integrity students learn and exhibit at the University will be the model for the professional integrity they practice when they complete their academic work. The University believes unquestionable character and integrity are essential for successful careers. Whatever role you may play in an organization, be it publicly or privately owned, you will occupy a position of trust. High ethical standards, therefore, are not only necessary but are fundamentally part of all the University represents when it grants a degree.

All class materials are the intellectual property of the instructors and may not be shared outside of this course (e.g., to commercial "study sites" or "tutoring sites") without our permission.

Unless specified otherwise, all work that you turn in should be an individual effort. The sentence structure, wording, and content for your assignments and discussions must be your original work.

Academically dishonest behaviors include (but may not be limited to) the following:

- Intentionally or unintentionally presenting someone else's ideas or words as your own, either as a direct quote or paraphrased or summarized material, without the proper citation. All quotes and direct references must include citations. Remember to use APA format for citations. See the [OWL website from Purdue \(http://owl.english.purdue.edu/owl/resource/560/01/\)](http://owl.english.purdue.edu/owl/resource/560/01/) for APA citation guidelines. This course uses Turnitin to check the originality of assignments.
- Submitting work that is identical to or so similar to that of another's in its wording, sentence structure, and content that it cannot be considered original.
- Plagiarizing yourself by submitting work for evaluation in this course that was previously graded or otherwise evaluated in another course. You can cite your previous work. If you want to use your previous work, contact me first.
- Receiving credit for group work for which you did not contribute.
- Consulting resources to complete a graded course assessment other than those allowed in the assessment directions. If you are unsure what is considered as an authorized resource, consult with your instructor.
- Making up data or citations.

- Helping someone else engage in academically dishonest behavior, including posting course materials online.
- Violating copyright laws. In some cases, citing a source is not sufficient; you also have to obtain permission from the original source for the materials you use. Likewise, if you use any materials from this course outside this course, you may need permission to use them (e.g., in your company's training manuals, publications, or style guides).

Any investigation into any form of academic misconduct will result in a report to the dean of students and in student academic disciplinary sanctions as established by the UW System Board of Regents ([UWS Chapter 14](#) [↗\(https://docs.legis.wisconsin.gov/code/admin\\_code/uws/14.pdf\)](https://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf)).

Disciplinary procedures from the student's home campus dictate the disciplinary action against students who engage in academic misconduct.

## Accommodation for Students with Disabilities

In order to ensure that all of our students have equitable access to our online course materials, we strive to meet the guidelines set by Section 508 of the Rehabilitation Act, which requires the public to provide reasonable accommodations to individuals with disabilities when posting web-based materials. Canvas is compliant with [W3C's Web Accessibility Initiative](#) [↗\(https://community.canvaslms.com/docs/DOC-2061-accessibility-within-canvas\)](https://community.canvaslms.com/docs/DOC-2061-accessibility-within-canvas) and with [Section 508](#) [↗\(https://www.section508.gov/\)](https://www.section508.gov/) guidelines.

Additionally, Canvas was certified as a [substantially conformant LMS](#) [↗\(https://webaim.org/services/certification/canvas\)](https://webaim.org/services/certification/canvas) by WebAIM, a third-party authority in web accessibility. If you find that course materials are not posted in a format that meets your needs, or you need testing accommodations, please contact Online Course Support at email [BIZHelp@uwec.edu](mailto:BIZHelp@uwec.edu) [↗\(mailto:bizhelp@uwec.edu\)](mailto:bizhelp@uwec.edu) and we will work with you to find a reasonable accommodation.

## Course Summary:

Date	Details	Due
	 <a href="#">Complete the Code of Conduct</a> <a href="https://uws.instructure.com/calendar?event_id=1427488&amp;include_contexts=course_578650">↗(https://uws.instructure.com/calendar?event_id=1427488&amp;include_contexts=course_578650)</a>	12am
Mon Jun 12, 2023	 <a href="#">Unit 1 Discussion: Introductions</a> <a href="https://uws.instructure.com/courses/578650/assignments/6014850">↗(https://uws.instructure.com/courses/578650/assignments/6014850)</a>	due by 11:59pm
	 <a href="#">Unit 1 Overview</a>	to do: 11:59pm
Wed Jun 14, 2023	 <a href="#">Discussion Response Posts Due for Unit 1 Discussion:</a>	to do: 11:59pm

Date	Details	Due
	<a href="#">Introductions</a>	
	 <a href="#">Unit 2 Overview</a>	to do: 11:59pm
Fri Jun 16, 2023	 <a href="#">Unit 3 Overview</a>	to do: 11:59pm
Sun Jun 18, 2023	 <a href="#">Unit 3 Individual Assignment: Work-Life Audit</a> ( <a href="https://uws.instructure.com/courses/578650/assignments/6014855">https://uws.instructure.com/courses/578650/assignments/6014855</a> )	due by 11:59pm
	 <a href="#">Unit 4 Overview</a>	to do: 11:59pm
Tue Jun 20, 2023	 <a href="#">Unit 4 Discussion: Work-Life Audit</a> ( <a href="https://uws.instructure.com/courses/578650/assignments/6014851">https://uws.instructure.com/courses/578650/assignments/6014851</a> )	due by 11:59pm
Wed Jun 21, 2023	 <a href="#">Unit 5 Overview</a>	to do: 11:59pm
Thu Jun 22, 2023	 <a href="#">Discussion Response Posts Due for Unit 4 Discussion: Work-Life Audit</a>	to do: 11:59pm
Sun Jun 25, 2023	 <a href="#">Unit 5 Discussion: Making Change</a> ( <a href="https://uws.instructure.com/courses/578650/assignments/6014852">https://uws.instructure.com/courses/578650/assignments/6014852</a> )	due by 11:59pm
	 <a href="#">Unit 5 Individual Assignment: Work-Life Policy Proposal</a> ( <a href="https://uws.instructure.com/courses/578650/assignments/6014856">https://uws.instructure.com/courses/578650/assignments/6014856</a> )	due by 11:59pm
Wed Jun 28, 2023	 <a href="#">Discussion Response Posts Due for Unit 5 Discussion: Making Change</a>	to do: 11:59pm
Thu Jun 29, 2023	 <a href="#">Unit 5 Discussion: Course Reflections</a> ( <a href="https://uws.instructure.com/courses/578650/assignments/6014853">https://uws.instructure.com/courses/578650/assignments/6014853</a> )	due by 11:59pm
Fri Jun 30, 2023	 <a href="#">Discussion Response Posts Due for Unit 5 Discussion: Course Reflections</a>	to do: 11:59pm

Date	Details	Due
	 <a href="#">Final Course Evaluation</a>	to do: 11:59pm
	 <a href="#">Final Grade</a> ( <a href="https://uws.instructure.com/courses/578650/assignments/6014854">https://uws.instructure.com/courses/578650/assignments/6014854</a> )	